

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2013-145 **Issue Date:** 10-02-13 **Closing Date:** 10-15-13

Financial Systems Advisor
Finance Office
Department of Finance
Hourly Wage: \$24.90/Full-Time/Regular

The Financial Systems Advisor will provide a wide variety of financial and administrative support to the Finance Office. Incumbent is responsible to provide technical support and training to users on the accounting software.

Knowledge, Skills and Abilities:

- Knowledge of the current accounting software system and be able to provide technical support when necessary and/or use the accounting software to perform transactions.
- Ability to demonstrate a high degree of personal integrity and be able to maintain strict confidentiality.
- Ability to maintain standards of professionalism, in dress, appearance, attitude and presentation.
- Ability to maintain a high level of detail and accuracy in preparing and entering financial information.
- Ability to communicate effectively, orally and in writing, with all levels of personnel including employees, supervisors, elected officials, etc.
- Ability to manage multiple complex projects and tasks with competing deadlines.
- Ability to remain flexible to changes in assignments or situations, priorities and handle frequent interruptions.
- Ability to work closely with all Finance staff to ensure a positive work environment.
- Ability to assist with overflow, special projects and day-to-day tasks.
- Ability to perform typing and computer work at an acceptable level to meet the needs of the position.
- Ability to establish and maintain effective working relationships with other department staff, supervisors/managers, elected officials, and the public.

General Recruiting Indicators:

- Minimum of a Bachelor's Degree with study in related field or five years of professional accounting/software work experience. Five years of progressive experience and the ability to demonstrate work in financial software may be substituted for education.
- Required to pass a pre-employment drug and alcohol test.

Special Requirements:

- Must possess a valid Washington State Driver's license, with the ability to obtain a Yakama Nation Tribal Driver's Permit.
- Required to pass a criminal background check.